

Application and instructions can be found under forms in printable format

First, decide how to apply.

“REGULAR” is for applicants who have never held a massage license, or a may have held a City license or certificate from another state.

“RECIPROCITY” is for applicants that hold a current State license in another state.

**EFFECTIVE JANUARY 1, 2008:**

**700 clock hours of massage education from an accredited massage school is required for both. NO EXCEPTIONS.**

We understand that you may not have 700 hours from your initial massage schooling and have taken education hours after that time. We will accept those hours if they have come from a massage school only, in transcript form or official letter form, and are sent directly to us from the massage school.

If you do not have 700 hours, you will need to attend a massage school to acquire the hours needed. You can attend an accredited massage school in your state or Arizona. The hours can be continuing education.

**THE HOURS CANNOT BE ONLINE EDUCATION, or ANY TYPE OF DISTANCE LEARNING FORMAT.**

**REGULAR License Requirements:**

1. You will need to have transcripts sent directly from the massage School(s) reflecting 700 clock hours. *(R4-15-201)*
2. You will need to show proof that you hold current certification with or have taken and passed the NCBTMB. We will accept NCETM, NCETMB, or NESL. The results must be sent directly from the NCBTMB to us. *(Link for the NCBTMB found on our website)*  
*(If you attended a Title IV School here in Arizona, you are exempt from taking the NCBTMB. You can find the list on the website under approved schools).*

**RECIPROCITY License Requirements:** (City licensure is not equivalent to state licensure)

1. You will need to have transcripts sent directly from the massage School(s) reflecting 700 hours. *(R4-15-201)*
2. Verification of licensure from all other licensed states you hold or have held a massage license in, must be sent directly from your State Board to us. *(Verification form on website)*

**IF YOU HAVE NOT HELD YOUR OTHER STATE LICENSE FOR AT LEAST 5 YEARS, OR IT IS NOT CURRENTLY ACTIVE, YOU MUST ALSO NEED TO COMPLETE BELOW.**

3. Verification must be sent from the NCBTMB directly to us to verify that you have taken and passed the NCBTMB exam. We will also accept NCETM, NCETMB, or the exam by NESL.

**BE AWARE THAT DOCUMENTS COMING FROM OUT OF STATE ALWAYS TAKE THE LONGEST TO ARRIVE. REQUEST DOCUMENTS TO BE SENT ASAP. WE HOLD DOCUMENTS FOR 1 YEAR.**

## FAQ.

1. Should I include copies of my transcripts and NCBTMB with my application?  
This is not necessary. It only creates overload in your file.
2. What if my massage school has closed?  
You need to contact the state agency that governs massage schools in that state and request the transcripts to be sent. If they don't have your massage records, then have them send an official letter to us indicating that your school is closed and your massage records are no longer available.
3. If the school is closed, and I have the transcripts, can I send a copy of them?  
This is the exception. You can send them, but you must have the state agency send us an official letter stating that they do not have them.
4. What happens once I turn in my application?  
The process of licensure begins. If there is a deficiency, you will receive a letter in the mail. You can check our website for your name and status. We do ask for 6 to 8 weeks to process. When the process is complete your license will be mailed to address of record.